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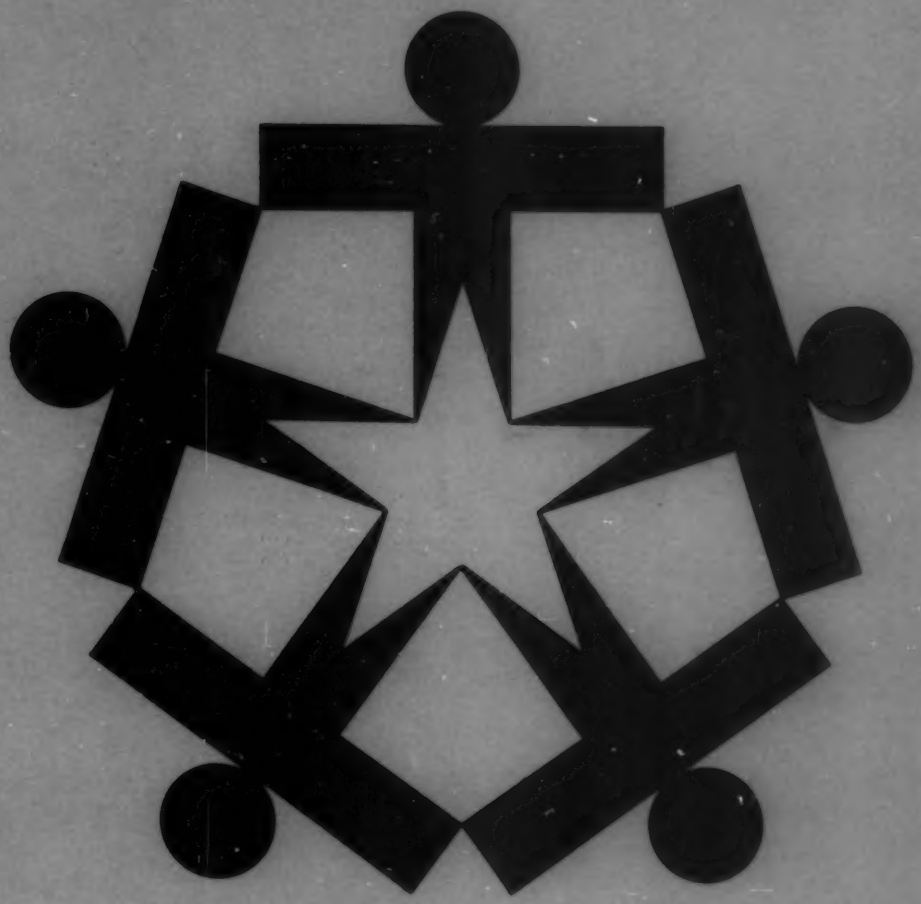

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ASSESSMENT CENTERS

12-1

Cunningham, Robert B. and Dorothy F. Olshfski.
Evaluating task leadership: a problem for assessment centers. Public personnel management, 14:293-298, Fall 1985.
Descriptors: *Assessment centers--Evaluation / *Assessment centers--Research / *Task analysis--Research.

CAREER PLANNING

12-2

Hayes, Thomas C.
Mapping success. New York times (Careers supplement), p. 41+, October 13, 1985.
Descriptors: *Career planning.

12-3

Reed, Sally.
Decade's top jobs. New York times (Careers supplement), p. 17+, October 13, 1985.
Descriptors: *Career planning / *Labor supply / *Employment forecasting.

12-4

Watkins, Linda M.
Executive fathers start preparing their daughters for corporate life. Wall Street journal, p. 25, October 28, 1985.
Descriptors: *Women--Career planning / *Executives--Career planning / *Executive families / Career planning.

CAREER STAFFING

12-5

Edwards, Mark R. and J. Ruth Sproull.
Team talent assessment: optimizing assessee visibility and assessment accuracy. Human resource planning, 8:157-171, no. 3 1985.
Descriptors: *Career staffing--Methods / *Performance evaluation--Methods / *Team development.

12-6

Foderaro, Lisa W.
First impressions can have a lasting effect. New York times (Careers supplement), p. 42, October 13, 1985.
Descriptors: *Selection / *Work clothes / *Employee conduct.

12-7

Isacco, Jeanne M. and Catherine Smith.
Hiring: a common sense approach. Journal of library administration, 6:67-81, Summer 1985.
Descriptors: *Career staffing--Methods / *Library administration / Recruitment.

CIVIL SERVICE

12-8

Frederickson, H. George and David K. Hart.
The public service and the patriotism of benevolence. Public administration review, 45:547-553, September-October 1985.
Descriptors: *Bureaucracy / *Government employees / *Motivation / *Job satisfaction.

CIVIL SERVICE, FEDERAL

12-9

GERR interview: Constance Horner. Government employee relations report, 23:1555-1558, October 28, 1985.
Interview with Constance Horner, Director, U.S. Office of Personnel Management.
Descriptors: *Civil service, Federal--Administration / Federal government.

12-10

OPM Chief Horner identifying the issues. Federal career insights (Federal Research Service, Inc.), 1:1-2, November 1985.
Interview with Constance Horner, Director, U.S. Office of Personnel Management.
Descriptors: *Civil service, Federal--Administration / Federal government.

CIVIL SERVICE, FOREIGN

12-11 Ic166 .B79j

Brosnan, Dolores.
Japanese public personnel administration: a model for United States civil service? Ann Arbor, Mich.: University Microfilms, 1985. 165 p.
Descriptors: *Japan--Civil service / *Civil service--Comparative studies.

12-12

Kim, Joong-Yang.
Civil service reform in Korea. Public personnel management, 14:253-258, Fall 1985.
Descriptors: *Korea--Civil service / *Civil service reform.

COMMUNICATION

12-13

Banik, Joseph A.
The marketing approach to communicating with employees. Personnel journal, 64:62+, October 1985.
Descriptors: *Communication in personnel management.

12-14

Clinard, Helen.
Listen for the difference. Training & development journal, 39:39, October 1985.
Descriptors: *Listening.

COMMUNICATION (Cont'd)

12-15
Oldenburg, Don.
Putting your best voice forward. Washington post, p. C5, October 21, 1985.
Descriptors: *Communication / *Oral communication / *Public speaking.

12-16
St. John, Walter D.
You are what you communicate. Personnel journal, 64:40-43, October 1985.
Descriptors: *Nonverbal communication.

12-17
Schaeffer, Dorothy.
Telephone techniques for front office personnel. Supervision, 47:8-10, October 1985.
Descriptors: *Telephone etiquette / *Communication techniques.

12-18
Strayer, Jacqueline F.
A high-tech approach to compensation communications. Personnel, 62:13-15, October 1985.
Descriptors: *Communication in personnel management / *Computers.

12-19
Whitman, Richard T. and Peter L. Hutchings.
The use of laser printing in communicating employee benefits. Personnel, 62:72-75, September 1985.
Descriptors: *Communication in personnel management / *Fringe benefits / *Printing.

COMPENSATION

12-20
Camuso, Michael A.
Keep competitive with the right salary survey. Personnel journal, 64:86+, October 1985.
Descriptors: *Pay administration / *Pay administration--Evaluation / *Pay surveys--Evaluation.

12-21 Ie536 .C43c
Child care programs and developments. Washington: Employee Benefit Research Institute, 1985. 11 p.
Descriptors: *Fringe benefits / *Day care centers--Administration.

12-22 Ie52 .C73cp
Comparable worth is not pay equity. Washington: Heritage Foundation, 1984. 11 p.
Descriptors: *Pay rates.

12-23
Foster, Kenneth E.
An anatomy of company pay practices. Personnel, 62:67-71, September 1985.
Descriptors: *Pay / *Pay administration / *Pay research.

12-24
Lawler, Edward E., III and Gerald E. Ledford, Jr.
Skill-based pay: a concept that's catching on. Personnel, 62:30-37, September 1985.
Descriptors: *Pay systems.

12-25
1985 secretarial salaries in the United States and Canada. Secretary, 45:6-7, August-September 1985.
Descriptors: *Secretaries--Pay / *Pay surveys.

12-26
O'Brien, Joan C. and Robert A. Zawacki.
Salary surveys: are they worth the effort? Personnel, 62:70-74, October 1985.
Descriptors: *Compensation administration / *Pay administration / *Pay surveys--Evaluation.

12-27 Ie87 .P96p
Public sector overtime pay: the impact of 'Garcia' on state & local governments.
Washington: Bureau of National Affairs, 1985. 132 p.
Descriptors: *Overtime pay / *Government employees--Pay / State government / Local government.

12-28
Solomon, Barbara Anne.
When incentives add punch to production-line pay. Personnel, 62:4-6, September 1985.
Descriptors: *Performance-based pay--Case studies / *Incentive pay--Case studies.

12-29
Wessel, David.
Two-tier pay spreads, but the pioneer firms encounter problems. Wall Street journal, p. 1+, October 14, 1985.
Descriptors: *Pay systems / *Pay rates / *Job satisfaction / Labor-management relations.

12-30 Id214 .W89h Vol. 38
Work in America Institute, Inc.
Pay for performance, by Robert Lloyd Heneman. New York: Pergamon, 1984. 64 p. (Highlights of the literature v. 38)
Descriptors: *Performance-based pay--Administration--Evaluation / *Performance-based pay--Abstracts.

COUNSELING

12-31 Ie535 .C19a

Carkhuff, Robert R.

The art of helping. 5th ed. Amherst, Mass.: Human Resource Development Press, 1983. 296 p.

Descriptors: *Counseling--Methods.

12-32

Paradigm shifts: considerations for practice. Journal of counseling and development, 64:163-164+, November 1985.

Special issue.

Contents: Part I, Reconstructing counseling theory; Part II, The changing structure of counseling practice.

Descriptors: *Counseling.

12-33

Steele, Paul D. and Robert L. Hubbard.

Management styles, perceptions of substance abuse, and employee assistance programs in organizations. Journal of applied behavioral science, 21:271-286, no. 3 1985.

Descriptors: *Employee counseling--Administration--Evaluation / *Drug abusers--Counseling--Research.

12-34 Id214 .W89h Vol. 37

Work in America Institute, Inc.

Trends in employee counseling programs, by Brenda G. McGowan. New York: Pergamon 1984. 55 p. (Highlights of the literature v. 37)

Descriptors: *Employee counseling--Bibliography.

CREATIVE THINKING

12-35

Brain power. Psychology today, 19:28-30+, November 1985.

Contents: The social brain, by Michael S. Gazzaniga; Of hemispheres, handedness and more, by Linda Garmon; Male brain, female brain: the hidden difference, by Doreen Kimura.

Descriptors: *Creative thinking--Physiological aspects / *Sex roles--Physiological aspects / *Psychology, Physiological.

12-36

Matherly, Timothy A. and Ronald E. Goldsmith.

The two faces of creativity. Business horizons, 28:8-11, September-October 1985.

Descriptors: *Creative ability / *Innovation / *Executives--Abilities.

DISCIPLINE

12-37

Belohlav, James A.

A comparative view of employee disciplinary practices. Public personnel management, 14:245-251, Fall 1985.

Descriptors: *Discipline--Comparative studies / *Discipline--Research.

DISCIPLINE (Cont'd)

12-38

Redeker, James R.

Discipline, part 1: progressive systems work only by accident. Personnel, 62:8-12, October 1985.

First of a two-part article.

Descriptors: *Discipline / *Supervisors--Responsibilities.

ELECTRONIC DATA PROCESSING

12-39 Ie418 .G57t

Goldstein, Harold.

Training for work in the computer age: how workers who use computers get their training, by Harold Goldstein and Bryna Shore Fraser. Washington: National Commission for Employment Policy, 1985. 109 p.

Descriptors: *Electronic data processing personnel--Training.

12-40 QA76 .L42a

Lawlor, Joseph.

Artificial intelligence and expert systems. Arlington, Va.: Educational Resources Information Center, 1984. 43 p. (ED 250 156)

Descriptors: *Problem solving / *Computers.

12-41

Marbach, William D., Connie Leslie and Karen Springen.

ComputerSpeak. Newsweek, 104:70-71, November 18, 1985.

Descriptors: *Electronic data processing / *Computers / *Automation.

12-42

Menke, Susan M.

Security is more a human issue than a technical one. Federal times, 21:18+, November 4, 1985.

Descriptors: *Electronic data processing departments--Security measures / *Electronic data processing personnel / Federal government.

12-43

Murphy, Jamie.

A threat from malicious software. Time, 126:94, November 4, 1985.

Descriptors: *Computer crimes / *Computer programs.

12-44

Salerno, Lynn M.

What happened to the computer revolution? Harvard business review, 63:129-138, November-December 1985.

Descriptors: *Offices--Automation / *Computers.

12-45 Id201 .Z4c

Zemke, Ron.

Computer-literacy needs assessment: a trainer's guide. Reading, Mass.: Addison-Wesley, 1985. 225 p.

Descriptors: *Electronic data processing personnel--Training / *Computers / *Training needs assessment.

EMPLOYEE CONDUCT

12-46

Arnold, Gregory B.

Employee theft--a $40-billion crime. Management world, 14:26-28+, November 1985.

Descriptors: *Employee theft / *White collar crimes.

EMPLOYEE HEALTH AND MEDICAL CARE

12-47 Ie569 .C73c

Company practices in health care cost management, a study by the staff of Hewitt Associates. [Lincolnshire, Ill.]: Hewitt Associates, 1984. 86 p.

Descriptors: *Medical care--Costs--Control / *Medical economics.

12-48

Defense unsure of program to test civilians for AIDS virus. Federal times, 21:3+, November 4, 1985.

Descriptors: *Health, Employee / *Medical and physical examinations / Federal government.

12-49

Goerth, Charles R.

Firing employees who have AIDS brings on new round of legal action. Occupational health & safety, 54:28, October 1985.

Descriptors: *Health, Employee--Administration / *Health, Employee--Law and legislation.

12-50

Halcrow, Allan.

AIDS in the workplace. Personnel journal, 64:10-11, October 1985.

Descriptors: *Health, Employee--Administration / *Health, Employee--Law and legislation / Local government.

12-51

Kleinschrod, Walter A.

The 'safe' CRT: why do the worries persist? Administrative management, 46:26-27+, October 1985.

Descriptors: *Health, Employee / *Word processing personnel / *Safety.

12-52

Russell, Christine.

U.S. sets workplace AIDS rules. Washington post, p. A1+, November 14, 1985.

Descriptors: *Health, Employee / *Medical and physical examinations.

12-53

Solomon, Barbara Anne.

The EAP that costs not a penny. Personnel, 62:4-7, October 1985.

Descriptors: *Health, Employee / *Mental health / *Employee counseling--Case studies.

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12-54

Toufexis, Anastasia.

Giving goodies to the good: companies are pushing, and paying, workers to shape up. Time, 126:98, November 18, 1985.

Descriptors: *Health benefit programs--Case studies / *Preventive health services--Case studies.

EQUAL OPPORTUNITY IN EMPLOYMENT

12-55

Coleman, John J., III.

Age-conscious remarks: what you say can be used against you. Personnel, 62:22-29, September 1985.

Descriptors: *Age discrimination--Cases / *Older worker--Attitudes toward / *Age discrimination--Law and legislation / *Oral communication.

12-56

Johnson, Theresa.

The future of affirmative action: an analysis of the Stotts case. Labor law journal, 36:782-788, October 1985.

Descriptors: *Affirmative action--Cases / *Equal opportunity in employment--Cases / *Discrimination--Cases.

ETHICS

12-57

Thompson, Dennis F.

The possibility of administrative ethics. Public administration review, 45:555-561, September-October 1985.

Descriptors: *Ethics / *Public administration / *Civil service--Administration / *Political ethics.

12-58

Yarwood, Dean L.

The ethical world of organizational professionals and scientists. Public administration quarterly, 8:461-486, Winter 1985.

Descriptors: *Public administration--Ethics / *Professional employees--Ethics / *Scientists--Ethics.

EXECUTIVES

12-59

Durakis, Charles A.

Making the new executive a team member. Personnel, 62:58-60, October 1985.

Descriptors: *Executives / *New employees / *Orientation.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

12-60

Berryman-Fink, Cynthia.

Male and female managers' view of the communication skills and training needs of women in management. Public personnel management, 14:307-313, Fall 1985.

Descriptors: *Women executives--Research / *Women executives--Training / *Women executives--Characteristics / *Communication in management / *Executives--Research.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

12-61

How to succeed in business by polishing your manners. U.S. news & world report, 99:45, October 28, 1985.

Interview with Letitia Baldrige.

Descriptors: *Executives--Abilities / *Business etiquette.

12-62

Kets de Vries, Manfred F. R.

The dark side of entreprenuership. Harvard business review, 63:160-167, November-December 1985.

Descriptors: *Executives--Abilities / *Organizational behavior.

12-63

Luthans, Fred, Stuart A. Rosenkrantz and Harry W. Hennessey.

What do successful managers really do? An observation study of managerial activities. Journal of applied behavioral science, 21:255-270, no. 3 1985.

Descriptors: *Executives--Abilities--Research / *Executive effectiveness--Research / *Management methods--Research.

12-64

Pfund, Rose T.

Analysis of fishery management decision making in Hawaii: the application of a dogmatism-rigidity model. Public administration review, 45:593-601, September-October 1985.

Descriptors: *Decision-making--Research / *Executives--Characteristics / *Leadership style.

EXECUTIVES--RECRUITMENT

12-65

McCreary, Charles.

Don't assume anything about executive search firms. Personnel journal, 64:92+, October 1985.

Descriptors: *Executives--Recruitment / *Executive recruiters--Evaluation.

EXECUTIVES--TRAINING

12-66

Bolt, James F.

Tailor executive development to strategy. Harvard business review, 63:168-176, November-December 1985.

Descriptors: *Management development--Case studies / *Executives--Training--Case studies.

HANDICAPPED

12-67

Smith, Arthur C.

Poor building designs hinder safe emergency escape by handicapped. Occupational health & safety, 54:63-65, October 1985.

Descriptors: *Architectural barriers / *Physically handicapped.

HEALTH PERSONNEL

12-68

Shea, Steven and Mindy Thompson Fullilove.
Entry of black and other minority students into U.S. medical schools: historical perspective and recent trends. New England journal of medicine, 313:933-940, October 10, 1985.
Descriptors: *Physicians--Education / *Minority groups--Education / *Afro-Americans--Education.

HOURS OF WORK

12-69

Brockman, James H.
Give employees the responsibility of scheduling their own time off. Personnel journal, 64:96+, October 1985.
Descriptors: *Flexible working hours--Administration / *Scheduling / *Absenteeism control--Methods.

12-70

Giving new meaning to clock-watchers. New York times, p. A24, October 22, 1985.
Descriptors: *Flexible working hours / *Hours of work.

INCENTIVE AWARDS AND PROGRAMS

12-71

Lo Bosco, Maryellen.
Suggestion systems. Personnel, 62:16-21, October 1985.
Descriptors: *Suggestion systems / Surveys.

INSURANCE, HEALTH

12-72

English, Carey W.
Who'll pay for retirees' health plans? U.S. news & world report, 99:72, October 21, 1985.
Descriptors: *Insurance, Health--Costs / *Retirees--Insurance / *Retirees--Insurance--Costs.

12-73

Rathbun, Elizabeth.
HMOs feature preventive treatment for members. Federal times, 21:8, October 28, 1985.
Descriptors: *Health maintenance organizations / *Health maintenance organizations--Statistics / Federal government.

12-74

Rutigliano, Anthony J.
Surgery on healthcare costs: a checklist for health activism. Management review, 74:24-32, October 1985.
Descriptors: *Medical care--Costs--Control / *Insurance, Health--Costs--Control / *Insurance, Health--Case studies / *Health maintenance organizations.

INVESTIGATIONS

12-75

Marlow, Ruth.

A glimpse of the working life of a background investigator. Federal times, 21:16+, November 4, 1985.

Descriptors: *Investigations / *Investigators / U.S. Office of Personnel Management / Federal government.

JOB SEARCH

12-76

Broder, Rita.

Researching job prospects: guidelines for students. Journal of cooperative education, 22:63-71, Fall 1985.

Descriptors: *Job search--Methods.

12-77

Lazrus, Freyda, Hollie Stephens and Nancy Hutchinson.

Direct mail as a market strategy for reaching corporate employers. Journal of cooperative education, 22:72-80, Fall 1985.

Descriptors: *Job search--Methods.

LABOR FORCE

12-78

Butler, Owen B.

Why Johnny can't get a job. Fortune, 112:163+, October 28, 1985.

Descriptors: *Labor force--Education / *Qualifications.

LABOR-MANAGEMENT RELATIONS

12-79

Bradshaw, David S.

How to put teeth into a labor injunction. Personnel journal, 64:80+, October 1985.

Descriptors: *Labor injunctions.

12-80

English, Carey W.

Now it's unions offering fringe benefits to workers. U.S. news & world report, 99:86, November 11, 1985.

Descriptors: *Unions / *Fringe benefits.

12-81

Loney, Timothy J.

Formal discussions in Federal labor relations: a case of goal deflection. Public administration review, 45:609-615, September-October 1985.

Descriptors: *Labor-management relations--Law and legislation / *Labor-management relations--Evaluation / Federal government.

LEADERSHIP

12-82

Zoffer, H. J.

Training managers to take charge. New York times, p. F2+, October 21, 1985.

Descriptors: *Leadership training / *Executives--Abilities.

LEAVE

12-83

Rathbun, Elizabeth.

Parental leave policies called arbitrary. Federal times, 21:1+, October 28, 1985.

Descriptors: *Maternity leave--Administration / *Pregnancy / *Personnel policies / Federal government.

MANAGEMENT

12-84

Fleischer, Mitchell and Jonathan A. Morell.

The organizational and managerial consequences of computer technology. Computers in human behavior, 1:83-93, no. 1 1985.

Descriptors: *Information management / *Technological change / *Computers.

12-85

Hayes, Robert H.

Strategic planning--forward in reverse? Harvard business review, 63:111-119, November-December 1985.

Descriptors: *Corporate planning / *Planning.

12-86

Hopper, Trevor and Andrew Powell.

Making sense of research into the organizational and social aspects of management accounting: a review of its underlying assumptions. Journal of management studies (Gt. Brit.), 22:429-465, September 1985.

Descriptors: *Accounting--Theory / *Management theory.

12-87

Kaplan, Robert E., Michael M. Lombardo and Mignon S. Mazique.

A mirror for managers: using simulation to develop management teams. Journal of applied behavioral science, 21:241-253, no. 3 1985.

Descriptors: *Management methods--Research / *Multiple management--Research / *Simulation methods--Research.

12-88 Id192 .M31m

Managerial behavior in Japan and the U.S.A.: a cross-cultural survey. Arlington, Va.: Japan Productivity Center, 1984. 163 p.

Descriptors: *Industrial management--Comparative studies / *Japan.

12-89

Reimann, Bernard C.

Decision support systems: strategic management tools for the eighties. Business horizons, 28:71-77, September-October 1985.

Descriptors: *Decision-making--Methods / *Management information systems / *Automation.

MANAGEMENT (Cont'd)

12-90
Robinson, Mary.
Can data save us? Training & development journal, 39:85-88, October 1985.
Descriptors: *Management / *Data bases / *Financial management.

12-91
Schlesinger, Leonard A. and Richard J. Balzer.
An alternative to buzzword management: the culture-performance link. Personnel, 62:45-51, September 1985.
Descriptors: *Management / *Motivation / *Executives--Responsibilities.

12-92
Wack, Pierre.
Scenarios: shooting the rapids. Harvard business review, 63:139-150, November-December 1985.
Descriptors: *Corporate planning--Case studies / *Planning--Case studies.

MOTIVATION

12-93
Matejka, J. Kenneth and D. Neil Ashworth.
The employees' hierarchy of greeds. Administrative management, 46:24-25, October 1985.
Descriptors: *Motivation theory / *Organizational behavior / *Need satisfaction / *Hierarchy of needs.

ORGANIZATIONAL BEHAVIOR

12-94
Allcorn, Seth.
What makes groups tick. Personnel, 62:52-58, September 1985.
Descriptors: *Group dynamics / *Personnel officers--Responsibilities.

ORGANIZATIONS

12-95
Leonard-Barton, Dorothy and William A. Kraus.
Implementing new technology. Harvard business review, 63:102-110, November-December 1985.
Descriptors: *Technological change / *Change, Organizational.

12-96
Levinson, Robert E.
Why decentralize? Management review, 74:50-53, October 1985.
Descriptors: *Organizations--Climate / *Decentralization / *Change, Organizational.

12-97
Routamaa, Vesa.
Organizational structuring: an empirical analysis of the relationships and dimensions of structures in certain Finnish companies. Journal of management studies (Gt. Brit.), 22:498-522, September 1985.
Descriptors: *Organizational structure--Research / *Organizational characteristics--Research / Foreign countries.

ORIENTATION

12-98

Chandler, Lana J.

Welcoming the new employee. Supervision, 47:14-16+, October 1985.

Descriptors: *New employees / *Orientation / *Supervisors--Responsibilities.

PARTICIPATIVE MANAGEMENT

12-99

Dean, James W., Jr.

The decision to participate in quality circles. Journal of applied behavioral science, 21:317-327, no. 3 1985.

Descriptors: *Participative management--Research / *Quality circles--Research.

12-100

Weiermair, Klaus.

Worker incentives and worker participation: on the changing nature of the employment relationship. Journal of management studies (Gt. Brit.), 22:547-570, September 1985.

Descriptors: *Industrial relations--Theory / *Participative management--Theory / Literature reviews.

PERFORMANCE EVALUATION

12-101

Greene, Lawrence, H. John Bernardin and Jarold Abbott.

A comparison of rating formats after corrections for attenuation. Educational and psychological measurement, 45:503-515, Autumn 1985.

Descriptors: *Performance evaluation--Research / *Performance evaluation--Methods / *Methodology.

12-102

Kinicki, Angelo J. and others.

Behaviorally anchored rating scales vs. summated rating scales: psychometric properties and susceptibility to rating bias. Educational and psychological measurement, 45:535-549, Autumn 1985.

Descriptors: *Performance evaluation--Research / *Performance evaluation--Methods / *Methodology.

12-103

Reed, Paul R. and Mark J. Kroll.

A two-perspective approach to performance appraisal. Personnel, 62:51-57, October 1985.

Descriptors: *Performance evaluation / *Performance evaluation--Methods.

12-104

Shapiro, Gloria L. and Gary Dessler.

Are self appraisals more realistic among professionals or nonprofessionals in health care? Public personnel management, 14:285-291, Fall 1985.

Descriptors: *Self-evaluation--Comparative studies / *Self-evaluation--Research / *Health personnel.

PERFORMANCE EVALUATION (Cont'd)

12-105

Yeager, Samuel J., Jack Rabin and Thomas Vocino.

Feedback and administrative behavior in the public sector. Public administration review, 45:570-575, September-October 1985.

Descriptors: *Feedback (Psychology)--Research / *Government employees--Research / *Performance evaluation--Research / Local government / State government / Federal government.

PERSONNEL ADMINISTRATION

12-106

Fitz-enz, Jac.

HR measurement: formulas for success. Personnel journal, 64:52-60, October 1985.

Descriptors: *Personnel administration--Methods / *Executives--Characteristics / *Performance evaluation / *Productivity improvement--Methods.

12-107

Freeman, Claire E.

Civilian personnel and the readiness equation. Bureaucrat, 14:39-42, Fall 1985.

Descriptors: *Personnel administration--Case studies / *Productivity improvement--Case studies / *U.S. Department of Defense / *Federal employees.

12-108

MacDonald, Duncan.

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Descriptors: *Industrial relations--Theory / *Industrial relations--Research / Literature reviews.

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Marlow, Ruth.

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Descriptors: *Personnel administration / *Performance-based pay / *Civil service--Administration / *Civil service reform / Federal government.

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Pugliese, Paul.

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Descriptors: *Personnel administration--Certification / *Personnel administration--Study and teaching / *Library administration--Study and teaching.

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Wilson, Richard L.
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Descriptors: *Personnel information systems--Administration / *Personnel administration--Automation / *Automation--Administration.

PERSONNEL UTILIZATION

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Baldwin, Wren.
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Descriptors: *Temporary employees / *Temporary employment.

PRODUCTIVITY

12-114
Bolda, Robert A.
Utility: a productivity planning tool. Human resource planning, 8:111-132, no. 3 1985.
Descriptors: *Productivity--Research / *Personnel administration--Evaluation.

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Gabris, Gerald T., Kenneth Mitchell and Ronald McLemore.
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Descriptors: *Productivity improvement--Case studies / *Productivity--Awards / *Incentive awards--Case studies.

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Gmelch, Walter H.
Productivity teams: beyond quality circles, by Walter H. Gmelch and Val D. Miskin. New York: Wiley, 1984. 1v.
Descriptors: *Productivity improvement / *Quality circles.

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Hatcher, Larry L. and Timothy L. Ross.
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Descriptors: *Productivity improvement / *Financial incentives / *Organizational development.

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Lazear, Edward P.
Compensation and productivity: final report, by Edward P. Lazear and Robert T. Michael. Springfield, Va.: National Technical Information Service, 1984. 1 v. (PB85 155901/AS) (DL ETA 21-17-82-10).
Descriptors: *Productivity--Research / *Compensation--Research.

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Mento, Anthony J. and Robert P. Steel.
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Descriptors: *Quality circles--Evaluation / *Quality circles--Research / *Quality circles--Case studies / Federal government.

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Poister, Theodore H. and others.
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Descriptors: *Productivity improvement--Administration / *Productivity improvement--Methods / *Productivity improvement--Research / Surveys / State government.

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Putti, Joseph M.
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Descriptors: *Productivity improvement--Research / *Asia--Civil service.

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Saad, Germaine H. and Harris J. Shapiro.
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Descriptors: *Productivity / *Productivity--Research / *Productivity--Comparative studies.

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Whitfield, Vincent P. and Howard N. Apsan.
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Descriptors: *Productivity improvement--Case studies / Local government.

PROFESSIONAL EMPLOYEES

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Lorber, Judith.
More women physicians: will it mean more humane health care? Social policy, 16:50-54, Summer 1985.
Descriptors: *Women physicians--Characteristics / *Medical care--Evaluation.

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Raelin, Joseph A., Calvin K. Sholl and Daniel Leonard.
Why professionals turn sour and what to do. Personnel, 62:28-33+, October 1985.
Descriptors: *Professional employees--Characteristics / *Executives--Responsibilities / *Professional employees--Attitudes / Surveys.

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Sherman, Beth.

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Zmuda, Richard J.

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Descriptors: *Information specialists.

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Descriptors: *Cost control--Evaluation / *President's Private Sector Survey on Cost Control in the Federal Government--Evaluation / *Personnel administration--Evaluation / Federal government.

12-130

Botner, Stanley B.

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Descriptors: *Budget--Methods / *Management--Methods / *Program budgeting / *Zero-base budgeting / State government.

12-131

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Role of accreditation in the development of public administration as a profession. Public administration quarterly, 8:419-441, Winter 1985.

Descriptors: *Public administration--History / *Public administration--Study and teaching / *Public administration--Certification.

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Descriptors: *Industry and state / *Business management / *Canada.

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Contents: [Introduction] and The public manager and excellence, by Mark A. Abramson; Managers' job definitions and concepts, by Roger Sperry; Proactive role of Federal managers, by Karen M. Gaertner and Gregory H. Gaertner; Strategic vision: a practical tool, by Ann Brassier; Cost accountability for public managers, by Toni Marzotto; Management in a leaderless environment, by Richard E. Schmidt.
Ann Brassier is Assistant Director for Training and Development, U.S. Office of Personnel Management.
Descriptors: *Organizational effectiveness / *Organizations--Climate / *Executive effectiveness / Federal government.

12-134
Franke, John J., Jr.
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Descriptors: *Management improvement--Case studies / *U.S. Department of Agriculture / Federal government.

12-135
Hays, R. Allen.
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Descriptors: *Policy formulation--Research / *Program evaluation--Research / *Public administration--Research / Federal government.

12-136
Hunt, Raymond G.
Award fee contracting as a J-Model alternative to revitalize Federal program management. Public administration review, 45:586-592, September-October 1985.
Descriptors: *Contracts, Government--Administration / *Project management--Evaluation / Federal government.

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Kee, Jed and Roger Black.
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Descriptors: *Organizational effectiveness / *Organizations--Climate / *Executive effectiveness.

12-138
Laurent, Anne.
Unions blast contracting-out methods. Federal times, 21:3+, November 4, 1985.
Descriptors: *Contracts, Government--Evaluation / Federal government.

12-139
McDavid, James C.
The Canadian experience with privatizing residential solid waste collection services. Public administration review, 45:602-608, September-October 1985.
Descriptors: *Contracts, Government--Research / *Contracts, Government--Evaluation / *Canada / Local government.

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O'Leary, D. B.
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Descriptors: *Public administration--Theory / *Radicalism--Theory.

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Contents: Who joins professional associations: a predictive model, by Samuel J. Yeager, Jack Rabin and Thomas Vocino; Professionalism vs. democracy: Friedrich vs. Finer revisited, by Debra W. Stewart; The limits of professionalism, by Dick W. Olufs; CPM -- professionalizing professionalism, by Arthur L. Finkle; Credentialing public managers: cost of amateurs too high, by Garth N. Jones.
Descriptors: *Public administration--History / *Public administration--Certification / *Public administration--Standards.

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Thai, Khi V.
Does NASPAA peer review improve the quality of PA/A education? Public administration quarterly, 8:442-460, Winter 1985.
PA/A = Public affairs/administration.
Descriptors: *Public administration--Study and teaching / *Public administration--Societies / *Peer ratings--Research.

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Siddons, Patrick.
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Descriptors: *Public relations / *Industry--Social aspects / *Journalism.

12-144
Stevens, Art.
How to handle bad news. Industry week, 227:63-64, October 14, 1985.
Descriptors: *Public relations / *Executives--Abilities.

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12-145
Foxman, Loretta D. and Walter L. Polsky.
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Descriptors: *Reduction in force--Administration / *Employee outplacement / *Personnel administration.

12-146
Kessler, Felix.
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Descriptors: *Reduction in force--Case studies / *Executives--Retirement / *Retirement, Early / *Executives--Mental health.

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Levine, Hermine Zagat.
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Descriptors: *Employee outplacement--Administration / *Reduction in force.

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New York: Praeger, 1985. 207 p.
Descriptors: *Reduction in force--Comparative studies.

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Nielsen, John.
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Descriptors: *Retirement, Early--Administration / *Reduction in force--Administration / *Executives--Retirement.

12-150
Pollock, Michael A.
Why 'retrain' is the hill's new rallying cry. Business week, p. 130-131, no. 2917, October 21, 1985.
Descriptors: *Retraining / *Retraining--Law and legislation.

RELOCATION

12-151

Trippel, Alan.

Spouse assistance programs: relocating dual-career families. Personnel journal, 64:76+, October 1985.

Descriptors: *Relocation--Administration / *Relocation--Statistics / *Family (Sociological unit).

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Condon, Thomas J. and Richard H. Wolff.

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Descriptors: *Removal.

RETIREMENT

12-153

Benson, Helen A.

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Descriptors: *Pensions / *Federal employees / *Retirement / Federal government.

12-154

Brodie, Harry.

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12-155

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Descriptors: *Retirement, Flexible--Research / *Retirement, Early--Research / *Older worker--Employment.

12-156

Rath, J. Arthur.

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Descriptors: *Retirement planning--Administration / *Retirement planning--Case studies.

SAFETY

12-157

Castagnera, James O.

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Descriptors: *Accidents--Cases / *Safety--Law and legislation / *Employers' liability--Law and legislation / *Employers' liability--Cases.

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Polakoff, Phillip L.

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Descriptors: *Safety--Law and legislation / *Accidents--Prevention.

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Descriptors: *Health, Employee / *Safety / *Accidents--Prevention.

12-160

Wolnez, George.

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Descriptors: *Safety / *Accidents--Prevention / *Safety education.

12-161

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Contents: Carpal tunnel syndrome can be lessended with early treatment, by Louise Groneman; Tradition-tied safety footwear industry changes to answer new consumer requirements, by John O'Brien; Better safety standards for eye, face and head protection are coming, by Frank E. Wilcher, Jr.; In making proper glove selections, consider unique hazards facing worker, by Carolyn L. Aydelotte.

Descriptors: *Health, Employee / *Clothing, Protective / *Safety / *Accidents--Prevention.

SCIENTISTS AND ENGINEERS

12-162

Simmons, Nicole.

Safety in the workplace means more specialists. New York times (Career supplement), p. 11, October 13, 1985.

Descriptors: *Safety engineers--Career opportunities.

SUPERVISION

12-163

Finch, Stephen A.

Flexibility pays! Supervision, 47:6-7+, October 1985.

Descriptors: *Supervision / *Supervisors--Responsibilities / Human relations.

12-164

Shields, Doyle.

The supervisor and the "lost" workday. Supervision, 47:3-5, October 1985.

Descriptors: *Supervisors--Responsibilities / *Alcoholic employees--Counseling / *Alcoholic employees--Personnel problems / Absenteeism.

TESTS

12-165

Camilli, Gregory and Lorrie A. Shepard.
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Descriptors: *Tests--Research / *Tests--Construction / *Tests--Administration.

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Park, Rosemarie J. and others.
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Descriptors: *Test validity / *Tests--Evaluation / *Reading--Tests / Equal opportunity in employment.

TRAINING

12-167

Ammons, David N. and Phillip A. Niedzielski-Eichner.
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Descriptors: *Supervisors--Training--Evaluation / *Supervisors--Training--Administration / Surveys.

12-168

Coon, Jane A.
Plans for restructuring mid-career training are discussed. State (U.S. Department of State newsletter), p. 2-4, no. 282 October 1985.
Descriptors: *Foreign service officers--Training / *Training administration.

12-169

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Descriptors: *Training costs--Statistics / Surveys.

12-170

Feuer, Dale.
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Descriptors: *Training--Statistics / *Training administration--Statistics / *Employee development--Statistics / Surveys.

12-171

Feuer, Dale.
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Descriptors: *Training costs--Statistics / Surveys.

12-172

Gordon, Jack.
Computers in training. Training, 22:54-56+, October 1985.
Descriptors: *Training--Automation / *Computer-assisted instruction--Evaluation / *Training officers--Attitudes / Surveys / Microcomputers.

12-173
Harris, Ron and Larry Hynson.
The HRD challenge for cooperative education. Journal of cooperative education, 22:4-10, Fall 1985.
Descriptors: *Employee development--Administration / *Work-study programs.

12-174
Kane, Stephen M.
The development and utilization of an instrument designed to measure employer satisfaction and receptivity towards the concept of cooperative education. Journal of cooperative education, 22:11-20, Fall 1985.
Descriptors: *Work-study programs--Research / *Executives--Attitudes--Research / *Employee development--Research.

12-175
Kruger, Michael J. and Gregory D. May.
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Descriptors: *Executives--Training / *Management development--Evaluation / *Executives--Training--Evaluation.

12-176
Lee, Chris.
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Descriptors: *Training officers--Career opportunities / *Training officers--Education / *Training officers--Characteristics / Surveys.

12-177
Lee, Chris.
Trainers' salaries. Training, 22:82-91, October 1985.
Descriptors: *Training officers--Pay / Surveys.

12-178
Livian, Yves F.
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Descriptors: *Training / *France.

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McCaffrey, James A. and Craig R. Hafner.
When two cultures collide: doing business overseas. Training & development journal, 39:26-30, October 1985.
Descriptors: *Overseas personnel--Training / *Cross cultural communication.

12-180
Mahoney, Francis X.
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Descriptors: *Training administration / *Training planning / *Learning, Psychology of.

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12-181
Martino, Carole Faulman.
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Descriptors: *Training / *Brazil.

12-182
Nadler, Leonard.
High-stakes HRD: working internationally. Training & development journal, 39:25, October 1985.
Descriptors: *Training / *Training officers.

12-183
Swierczek, Fredric William and Lynne Carmichael.
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Descriptors: *Training needs analysis--Methods / *Training needs analysis--Research.

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Training system guide. Three Bridges, N.J.: Bob Powers & Associates, Inc., 1984. 1 v.
Descriptors: *Training--Handbooks, manuals, etc.

12-185
Zemke, Ron.
In search of a training philosophy. Training, 22:93-94+, October 1985.
Descriptors: *Learning theories / *Training methods.

12-186
Zemke, Ron.
The systems approach: a nice theory but... Training, 22:103-108, October 1985.
Descriptors: *Training methods--Statistics / Surveys.

WOMEN--EMPLOYMENT

12-187
Gest, Ted.
Can feminists bounce back from reverses? U.S. news & world report, 99:40, November 11, 1985.
Descriptors: *Women--Discrimination / *Women--Employment.

12-188
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Interview with T. Berry Brazelton.
Descriptors: *Women--Employment / *Day care centers / *Family (Sociological unit).

WOMEN--EMPLOYMENT (Cont'd)

12-189

Mikalachki, Dorothy Martin and Alexander Mikalachki.

Women in business: going for broke. Business quarterly, 50:25-32, Summer 1985.

Descriptors: *Women executives--Characteristics / *Women executives--Research / *Women executives--Statistics / *Executives--Characteristics.

WORK LIFE

12-190

Bylinsky, Gene.

GM's road map to automated plants. Fortune, 112:89-90+, October 28, 1985.

Descriptors: *Automation--Case studies / *Technology--Social aspects.

12-191

Kantrowitz, Barbara and others.

Love on the run. Newsweek, 106:111+, November 18, 1985.

Descriptors: *Family (Sociological unit) / *Executive families.

12-192

Munro, Malcom C.

Information technology and corporate strategy. Business quarterly, 50:18-24, Summer 1985.

Descriptors: *Technological change--Administration / *Offices--Automation / *Automation.

12-193

Rutigliano, Anthony J.

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Descriptors: *Work / *Change, Organizational / *Technological change / *Futures (of society).

WORKFORCE PLANNING

12-194

Burack, Elmer H.

Linking corporate business and human resource planning: strategic issues and concerns. Human resource planning, 8:133-145, no. 3 1985.

Descriptors: *Workforce planning--Research / *Corporate planning--Research.

12-195

Marshall-Mies, Joanne, Kerry Yarkin-Levin and Marilyn K. Quaintance.

Human resources planning, part 2: in the private sector. Personnel, 62:38-44, September 1985.

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Descriptors: *Workforce planning--Case studies / *Personnel utilization.

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